

Course Descriptions

Internet Basics

1 session

It's just a click away! Learn how it works and how to use the internet for research, shopping, banking, news, travel, health, games, sports and so much more! You will learn how to navigate around a website, parts of the homepage, how to use search engines and keywords too. It's time to click on to the information highway!

(pre-requisite: intro to computers)

Email Basics

2 sessions

Learn how to create and use your very own Email account. By the end of this 2 session course you will be able to compose and send an email to your fellow classmates!

(pre-requisite: internet basics)

USB Flash Drive

1 session

What is it and how do I use it? These small, portable, popular and convenient devices are wonderful for storing and transferring information and pictures from computer to computer. Avoid leaving your personal information on a public computer, take it with you when you go on your USB Flash Drive! (Pre-requisite: Intro to computers)

March Classes

Windows 7 Photo Management - Laptop Users	3/6
Introduction to Computers	3/13,14
Word Use - Basics	3/20,22
A New Window - Desktop Users	3/29 Free

How to use your digital camera

By Appointment

Make your appointment for one-on-one help with Charlie. Learn how to use the functions on your digital camera and how to transfer photos from your camera to a computer. Bring your camera, instruction booklet, cable, and all your questions!

For details and to schedule an appointment contact Wendy (203-315-0687) or wventura@branford-ct.gov

Computer Lab Class Schedule

Pre-registration required!

Contact Wendy at 203-315-0687 or stop in to sign up for a class. Must be a member of Canoe Brook, (Branford resident, age 60+). Fees: \$ 5. (per 2-hour session)

\$ 10. (2 sessions)

\$ 15. (3 sessions)

Note: All classes now require the use of a USB flash drive. They cost about \$10 and can be purchased at Wal-Mart, Staples, or FedEx Kinko's. Please purchase a 1 or 2 gb USB flash drive prior to your first class.

Computer lab closes 30 minutes prior to class start time for set-up.

<u>Date</u>	<u>Time</u>	<u>Course</u>	<u>Class Code</u>
2/7	10am - 12pm	Internet Basics	C149 (2/21 Snow Date)
2/15,16	2pm - 4pm	Email Basics	C150 (2/23,24 Snow Date)
2/28	2pm - 4pm	USB Flash Drive	C151 (3/6 Snow Date)
3/6	2pm - 4pm	Photo Windows 7	C152
3/13,14	2pm - 4pm	Into to computers	C153
3/20,22	10am -12pm	Word Use - Basics	C154
3/29	2pm - 4pm	New Window/Desktop	C155 (free)

Note: To accommodate seating for **all** sessions offered ***you must sign up whether or not a fee is required.***

Computer Maintenance

The computer lab will be closed for routine scheduled maintenance every 1st and 3rd Friday of each month from 2-3 p.m. Please mark your calendars and schedule your lab-use time accordingly. Thank You!

Use your USB flash drive! Our computers are public computers and none of your personal documents can be stored on the C drive. Hard drives are automatically scanned daily and all personal documents are deleted. Protect your info by regularly using your flash drive to store your info. Use it or lose it! :)

Stop by and use the Lab to practice!

The Computer Lab is available for you to use when there is not a class in session. The more you use the computer the easier it becomes! Please no cell phones, or food and drink in the lab. Thanks!

Computer Lab Printer Usage:

To help offset the rising cost of ink & paper, we are now charging 15 cents per page for the black and white printer.

We are in need of Volunteer Computer Instructors & Coaches

2 - 4 hours per month to teach

any of the following classes to your peers:

- ◆ Microsoft Word
- ◆ Email Basics
- ◆ Introduction to Computers
- ◆ How to use a Flash Drive
- ◆ Windows 7
- ◆ Navigation & Organization
- ◆ Internet Basics

Easy to follow instructions for each class. Select the date and time that best suites you for each month. Sit in on a class with Wendy to see how easy, fun, and rewarding it can be to teach and make a difference for so many!

Contact Wendy for Details 203-315-0687